



1:1 Chromebook Handbook

Galway's 1:1 initiative (one electronic device for each student) is to ensure that Galway Central School District students in grades 9-12 have equitable access to the digital tools and resources that allow them to be successful learners outside of the school day. To accomplish this, the district will provide students in grades 9-12 with devices that can expand their learning opportunities beyond the walls of the Galway school building.

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage its 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

PROCEDURE GUIDE CONTENTS

1. [RECEIVING YOUR CHROMEBOOK](#)
2. [CHROMEBOOK DISTRIBUTION](#)
3. [RETURNING YOUR CHROMEBOOK](#)
4. [TAKING CARE OF YOUR CHROMEBOOK](#)
5. [USING YOUR CHROMEBOOK AT SCHOOL](#)
6. [AT HOME USE](#)
7. [MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK](#)
8. [SUPPORTING YOUR CHROMEBOOK](#)
9. [PROTECTING & STORING YOUR CHROMEBOOK](#)
10. [REPAIRING/REPLACING YOUR CHROMEBOOK](#)
11. [CHROMEBOOK TECHNICAL SUPPORT](#)
12. [EXPECTATION OF PRIVACY](#)
13. [RESPONSIBLE DIGITAL USE AND AWARENESS](#)

1 RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first two weeks of each school year. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Galway Central School District.

Chromebooks, chargers, and cases will be collected at the end of each school year and students will retain their original Chromebook each year. Students will receive a new Chromebook at the start of 9th grade and retain that Chromebook through 12th grade.

All students in grades 9-12 are expected to use a school-issued Chromebook during the school day.

2 CHROMEBOOK DISTRIBUTION

- Grades 9-12 will receive their device at the beginning of the year grade level meetings.
 - Students must complete the Galway Technology Use Agreement. It must be signed by the students and parents.

3 RETURNING YOUR CHROMEBOOK

Chromebooks (with originally supplied charger and case) will be returned during the final week of school so they can be inventoried and stored for the summer months. If a student transfers out of the Galway School District during the school year, the Chromebook (with originally supplied charger and case) will be returned at that time.

Individual school Chromebooks and accessories must be returned to the Galway School District at the end of each school year. Students whose enrollment is withdrawn or terminated at GalwayCSD for any reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at GalwayCSD, the student will pay the replacement cost of the Chromebook and/or accessories. Failure to return the Chromebook will result in a theft report being filed with the proper authorities. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Help Desk as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

4a. General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of GalwayCSD.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Galway asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- If your device is in need of repair, please bring it to the Chromebook help desk as soon as possible.
- When charging the Chromebook, avoid stressing the power port on the Chromebook by keeping the power adapter at the same height as the Chromebook.

4b. Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

4c. Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.

- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth

4d. Protective Case

Chromebooks are to remain in their school issued cases at all times. While cases will not protect from all types of damage, it can still provide protection during normal use and provide suitable means for transporting the Chromebook to and from school.

5 USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

5a. Chromebooks left at home

- If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook from the Help Desk if one is available. Chromebook must be returned before leaving school at the end of the day.
- Repeat violations of this policy may result in disciplinary action.

5b. Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.

5c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.
- There will be a limited number of charging areas available to students on a first come, first serve basis. Chargers will be provided at these locations. School issued chargers are to remain at home.

5d. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug,

gang related symbols or pictures will result in disciplinary actions.

5e: Sound, Music, Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.
- All apps/music/games must be district-approved and/or educationally appropriate

5f. Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

6 AT HOME USE

- The use of Chromebooks at home is encouraged grades 9-12.
- Chromebook care at home is as important as in school, please refer to the care section.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to the GalwayCSD website filtering software even when accessing materials on a home connection. The filtering software will ONLY affect GalwayCSD-owned devices and its use under the district's Acceptable Use Policy.
- A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.

7 MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The district will not be responsible for the loss of any student work.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the four years it is in use.

8a. Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

8b. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the help desk.
- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issue resulting from inappropriate use.

8c. Apps and Extensions

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added. Other Apps/extensions that appear in Galway CSD's recommended Apps tab in the Chrome Web Store are available to add by each individual student.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.)

9a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - School-generated barcode
- Chromebooks are the responsibility of the student. This device is for your use for four years. Take good care of it!

9b: Account Security

- Students are required to use their galwaycsd.org domain user ID and password to protect their accounts and are required to keep that password confidential.

9c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

9d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasiums, locker rooms, media center, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

10 REPAIRING/REPLACING YOUR CHROMEBOOK

10a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Help Desk.

10b: Chromebook Repair Costs

- There will be an "Incident Fee" charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.
- If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:
 - Software issues = No cost
One of the reasons we chose Chromebooks is because there is minimal software issues that will affect them.
 - Example Hardware charges are listed below:
 - \$35 for a damaged charging cord
 - \$30 for a broken screen
 - \$20 keyboard replacement
 - \$50-\$100 motherboard replacement

- If a student requires more than 2 repairs in one school year to a Chromebook due to accidental damage, he/she may lose privileges to bring the device home and/or face disciplinary action.
- If damage to device is beyond repair, student may be responsible for the replacement value as described below in Section 10c.

10c: Lost or stolen Chromebook and accessories

- Chromebooks that are lost or stolen are the responsibility of the student.
- Lost or stolen Chromebooks must be reported to the building principal within 24 hours of the incident.
- Students must pay the associated charges to replace the lost or stolen Chromebook and accessories:
 - Chromebook: \$300
 - Charger: \$35
 - Case: \$35
- *NOTE: This process for replacing lost or stolen school property is the same for lost or stolen textbooks*

11 CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available at the Help Desk.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by HELP DESK STAFF

12 EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

School-issued Chromebooks and other devices connected to district owned WiFi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and Student Internet Safety and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.